

TECHNOLOGY MINI GRANT APPLICATION WINTER 2015

Presented by
Shay Younger
Missouri State Library



Please feel free to ask questions throughout this training session. Participant audio will only be muted if there is static or other distracting noises on the line. You can also type your questions into the chat box (chat box is located on the right side of the screen. If it has a plus (+) sign next to the word chat you can click on the plus sign to show the box and enter your message.)

Session Objectives

1. Technology Mini Grant: A Brief Introduction
2. Grant Application Basics
3. Best Practices



During this session we will:

1. Provide a brief introduction to the Technology Mini-Grant grant program
2. Look at what LSTA can and cannot fund and how to frame the proposal
3. Review the parts of the application
4. And talk about best practices – those things that can help your application flow smoothly through the review process



Technology Mini Grant: A Brief Introduction

Technology Mini Grant

- ❑ Open to public libraries only
- ❑ Replace, upgrade or add new equipment or software
- ❑ Projects must be completed by August 15, 2015
- ❑ Minimum grant award is \$2,500
- ❑ Maximum grant award is \$15,000
- ❑ Local match required on some items

This grant opportunity is **ONLY** open to public libraries in Missouri that are eligible to receive State Aid. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.

Through this grant program you can replace, upgrade or add new equipment or software.

Projects must be able to be completed by August 15, 2015, including all items received and installed and evaluation measures gathered.

The minimum grant award is \$2,500; the maximum is \$15,000. There is a local match requirement for equipment—we will talk about that later in the presentation. We anticipate \$180,000 in grants to be awarded in this round.

Technology Mini Grant

- ▣ To replace hardware due to imminent failure
- ▣ To replace software preceding Windows 7
- ▣ To update computer training labs
- ▣ To install systems to manage public access
- ▣ To improve access for patrons with disabilities
- ▣ To provide computers for patrons
for workforce skill development



Priority will be given to projects demonstrating a need to....

Technology Mini Grant

- ❑ Minimum computer equipment specifications are located at http://www.sos.mo.gov/library/development/grants/computer_specs.asp
- ❑ Desktop PC maximum is \$1,400
- ❑ Laptop PC maximum is \$1,700

When considering what to purchase, check the Minimum Computer Specifications for desktop and laptop computers and computer lab servers listed on the Library Development LSTA Grants website. Equipment must meet **OR** exceed these specifications before LSTA funding will be allowed. Don't forget to apply the 25% required local match for Equipment and Software.

There are a wide range of other equipment eligible in the grant. You can purchase tablets and eReaders through the grant, but they cannot be the main focus of the project. They should be part of something bigger. If requested as part of the project, the proposal must be able to address issues such as durability, planned obsolescence, security and accessibility.

Be People Focused



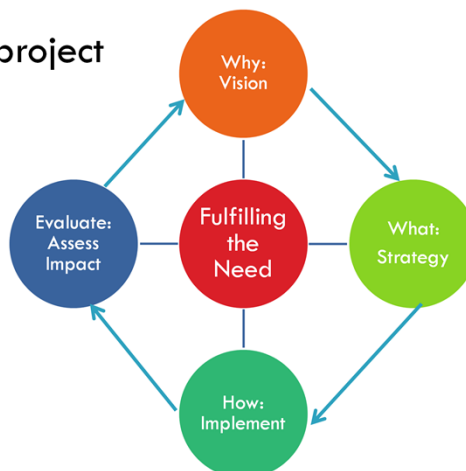
It's all about the people you serve and the difference you can make...not the money.

Be focused on solving the problem, improving the condition, and/or meeting the needs of the people.

Project Development

□ Organize your project

- ▣ Need
- ▣ Resources
- ▣ Activities
- ▣ Outputs
- ▣ Outcomes
- ▣ Impacts



Center the application around fulfilling the need. A good place to start developing your project is with the assistance of a logic model. A sample of the logic model is available in the Grant Writing and Management Manual.

The Project Title should be MEANINGFUL

Be careful activities don't start before the GRANT PERIOD begins. Also make sure you can complete all equipment and software installations by the end of the grant period.

In the PROJECT DESCRIPTION, focus on the need or problem and what will be done to address it

Think about the RESOURCES you will need to implement the project. This includes money, partners, equipment, facilities, supplies, and knowledge gained.

Think about the ACTIVITIES AND METHODS: What do you need to do? What purchase procedures need to be met, who will do the equipment installation, and who and how is evaluation conducted. Be able to clearly state the project's expected benefit or impact, and what you will need to do to document that the goal has been reached (or not).

Part of your evaluation methodology will be to look for...

Outputs: What you can count that will show evidence of service delivery; by themselves they are just numbers that require interpretation.

Also look for Outcomes: What CHANGE has taken place? (Knowledge, skills, behavior, attitude, status, life condition) Outputs and Outcomes together will help you identify the project's IMPACT.

Look for impacts for the....

- Individual, community, and staff.
- Look for short term changes– what you see immediately
- Medium term changes – these might affect practice, policy or procedures
- And long term changes - changes in a person's social or economic situation

Changes in the Grant Program

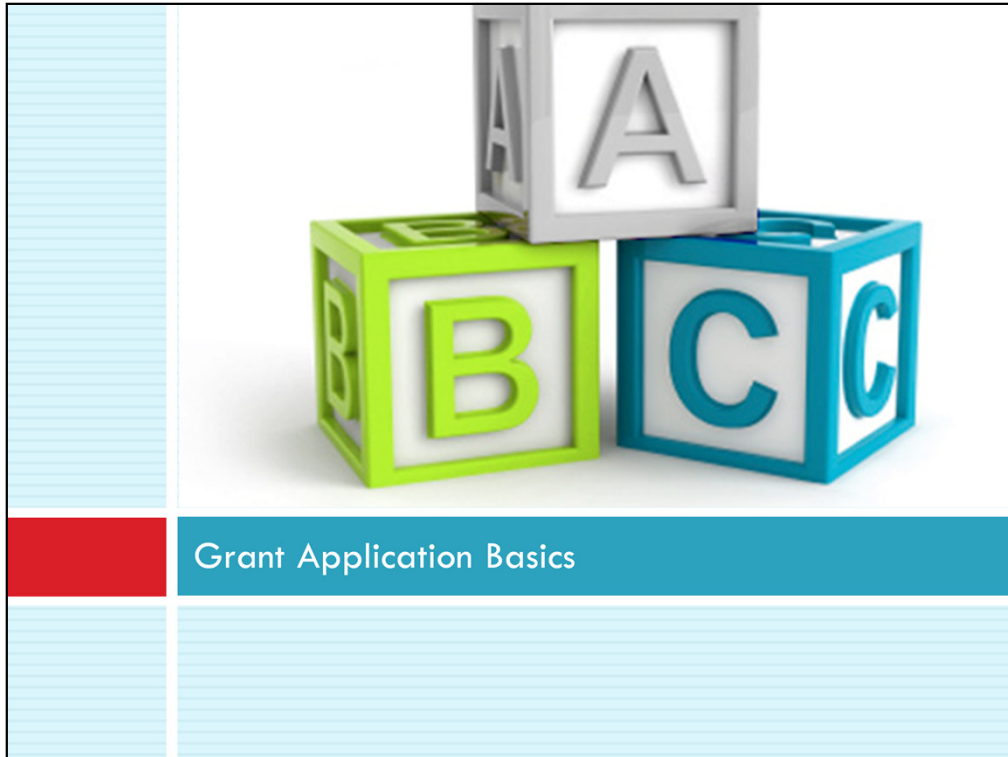
- 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Dollar for dollar match required on collection development purchases



It is important to note that since this grant will be awarded after December 26, 2014 the new OMB Super Circular will apply. This impacts how grants are administered (called Uniform Administrative Requirements), allowable and unallowable costs (formerly found in the Cost Principles), and Single Audit requirements.

In this case, 2 CFR 200 supersedes 2CFR 225 and A-133. Note, the Standard Terms and Conditions form in the grant application references both the old and new statutes and regulations. We are in conversation with IMLS to see if there are any other changes that need to be applied. Once we have the answer to that question we will probably be coming back to the libraries that submit an application to ask them to sign and return an updated standard Terms and Conditions form before a grant is awarded.

Are there any questions? If not, those of you who are experience grant writers are welcome to leave this training session and we will move onto Grant Application Basics.



Grant Application Basics

1. Identify applicable regulations and statutes
2. Complete the application and send it in ON TIME
3. Application undergoes review
4. Grant is awarded (or denied)



Be comfortable with the statutes and regulations that apply to this grant.

Complete and submit the application on TIME. The scheduled due date is January 7, 2015. Once the application is received an email notification will be sent to both the library director and project director listed on the application. The application is then reviewed by a variety of people. Finally, the grant is awarded or denied. You can expect an announcement of awards to be made in mid-February.

LSTA Grants Statutes and Regulations

- Museum and Library Services Act of 2003: Public Law 108-81, 117 Stat. 991 (2003)
- General Regulations for Administering the Grants: 2 CFR 200
- Work Authorization Program: RSMo 285.530



*Links to these statutes and regulations are available online at
<http://www.sos.mo.gov/library/development/grants/GrantsManual.pdf>*

In addition to 2 CFR 200, be familiar with the U.S. Statute for the Museum and Library Services Act of 2003, and the Missouri Statute involving the Work Authorization Program.

These statutes and regulations are referenced in the Certifications and Assurances forms that must be signed and accompany the application.

Grant Application Basics

□ Project Description

- State the problem
- Identify the goal(s) of your project
- Identify the strategies to reach your goal



The project description is a foundational part of your grant application and is generally very short and to the point. It is one of the first pieces a reviewer sees and sets the tone for how the application will be read. It should provide the reader with a framework that will help him or her visualize the project. The remainder of the proposal then serves to deepen and amplify the "vision". The project description should contain the following elements:

In one or two sentences state the problem

In one or two sentences identify the goal of your project

•What you hope to achieve

•Explain the direct benefit to the individual and/or community

In one or two sentences identify your strategies – Do NOT get into the steps

•Provide a general overview of what you will DO to solve the problem.

The rest of the proposal will get into the details.

Grant Application Basics

2. Program Narrative

- a) Library service benefit and project summary
- b) Cooperative element(s)
- c) Project promotion: publicity
- d) Project evaluation



The program narrative is where you will get into the project details.

- a) **In Library Service Benefit and Project Summary:** Provide a thorough description of your Technology Mini Grant proposal including: target audience, how the project will improve library service levels, successful completion goals, timetable with major activities. For the timeline, be sure to indicate purchases will not be made or contracts signed prior to the start of the grant period.
- b) **In Cooperation:** Provide a list of partners (if any) with a unique letter of support from each that outlines their commitment to and anticipated role in the project.
- c) **In Project Promotion:** State how you will notify the public about the project. Include both in-library and outside of the library efforts.
- d) **In Evaluation:** Indicate how will you measure the impact of your project through quantitative methods - what you can count that will show something happened - and qualitative ways to show well the project worked.

Be sure you look at the Resource section of the grant application to see examples for the type of responses we expect to see these questions.

Evaluation

- **Shaping Outcomes:** <http://www.shapingoutcomes.org>
- **Perspectives on Outcome Based Evaluation for Libraries and Museums:**
<http://www.imls.gov/assets/1/AssetManager/PerspectivesOBE.pdf>

Because it is so important to be able to demonstrate project impact, we recommend that new grant writers and project managers be comfortable with outcome based evaluation or OBE. On the screen are links to two tools that provide good introductions to OBE.

The first is *Shaping Outcomes*, an online tutorial that walks you through the various components of OBE. The second is *Perspectives on Outcome Based Evaluation for Libraries and Museums*, which is a 31 page overview of OBE.

Evaluation - Outputs

- ❑ What you can count – statistics
- ❑ They are not outcomes
- ❑ They do not show impact
- ❑ They are just numbers



Numbers without interpretation
are just numbers!

Outputs are the things you can count; they provide quantitative (statistical) proof that something took place. Outputs are not outcomes. Outputs do not show impact. Outputs are just numbers until an interpretation is applied.

Typically in technology grants, the equipment usage or improvement in network responsiveness or dependability are monitored. Examples include:

We will use our time and print management software to track the number of patron uses of each workstation. We will use our circulation report software to track the types of items checked out and the number of items checked out.

Evaluation - Outcomes

□ Involves a change in the target audience

- ▣ Skills
- ▣ Knowledge
- ▣ Attitudes
- ▣ Behaviors
- ▣ Status
- ▣ Life condition



You can't just say, "The project was successful." You need to be able to say HOW it was successful. Be evaluative in nature with an eye toward employing "results based management" (RBM) if the project has an ongoing nature. [RBM is changing a project based on what happens to achieve a greater impact.]

Outcomes should involve a change for the better in the people in your target audience. Impacts should involve at least one of the areas: skills, knowledge, attitude, behavior, status or life condition.

So as you develop the project, consider:

How can you see the change?

How can you hear the change?

How can you read about the change?

Pre and Post-Tests. Questionnaires, or Surveys are ways to read about the change – responses are often subjective in nature and can help you get to the impact your project has had, especially changes in skill and knowledge. Contact us if you would like help in developing a survey.

Interviews are how you can hear about the change – they are a good way to obtain stories that illustrate project impact and can be especially helpful in identifying changes in status or life condition. Interviews do not have to be formal.

Don't forget to look for ways you can SEE the changed. This can help assess many of the areas, including changes in behavior.

Focus Groups or Case Studies – can be especially helpful if you have a specific target audience in mind. If you have a special group, for instance a computer class, you have a built-in focus group or case study opportunity.

A combination of methods can be helpful. For instance, through conversation and observation staff might see

- A difference in computer dependability; perhaps less down time. That will show a more reliable network. – even better is if this can be documented in a log.
- Reduced wait times during high peak times. This can indicate the new computers helped to meet patron demand.
- Fewer patron complaints or increased compliments about the network.

Most frequently, the greatest impact technology projects has is on improved customer service satisfaction.

Evaluation - Outcome Based Assessment

Combine what you counted with what you observed, heard or read to assess the project

1. What outputs did you identify and how do they compare to previous years?
2. What outcomes did you identify?
3. What impacts can you infer?



Combine what you counted with what you observed, heard or read to assess the project

- In routine activities: How smooth was project implementation? What worked well? What needed improvement? Did the new equipment/software do what it was supposed to do?
- For project promotion: How effective were the various methods that were used (newspaper, signage, billboards, partner-driven outreach)
- During project closeout: What did you read in the surveys, hear in the conversations and see in other evaluation methods used?
- Is there anything in current Research that can help you assess the project. This might be something YOU can't prove but that research has shown.

WHAT DOES IT MEAN?

- What can you LOGICALLY deduce from the changes in numbers?
- What can you LOGICALLY deduce from your observations?
- What was the overall impact on your patrons?
- Were any individuals or groups more impacted by the project than others?
 - If so, how and why
- What was the impact on staff?

Grant Application Basics

Category	Item Description	Quantity	Cost Per Unit	LSTA Funds Requested	Local Funds (Varies – see Matching Funds section)	Total Cost
Contractual Services	Technical support for equipment installation and configuration	32 hours	\$80	\$2,560		\$2,560
			Subtotal	\$2,560		\$2,560
Equipment and Operating Software	Desktop computers with 3 year warranties	8	\$689	\$4,410	\$1,102	\$5,512
	Laptop computers with 1 year warranties	6	\$986	\$4,437	\$1,479	\$5,916
			Subtotal	\$8,847	\$2,581	\$11,428
Furniture (Accessible Workstations Only)						
			Subtotal			
Personnel						
			Subtotal			
Public Relations						
			Subtotal			
Supplies	Laptop storage cart with charging abilities for 10 laptops	1	\$1,040	\$1,040		\$1,040
			Subtotal	\$1,040		\$1,040
Other (Please specify)						
			Subtotal			
PROJECT TOTAL				\$12,447	\$2,581	\$15,028

Budget Details has two parts. The first is the Budget Worksheet.

- a) The budget worksheet is a line item list of all items or services to be purchased for the project, including both grant and local funds
 - Items and services should be listed under the appropriate categories, provide brief descriptions, the quantity to be purchased, cost per unit, a breakout between grant and local costs involved and total cost
 - Be sure to subtotal each category
 - Watch the local match requirements
 - **A twenty-five percent (25%) minimum match is required on the Equipment and Software budget category. Extended warranties that are priced separately will be prorated so grant funds will only fund the first year with all remaining years to be fully funded locally. Match requirements for equipment with bundled warranties in excess of three years will be evaluated on a case by case basis. A fifty percent (50%) match is required for individual pieces of equipment in excess of \$10,000.**
 - The institution's budget can provide the local match
 - Friends, corporate or private funds can provide the local match
 - Federal funds from another source CANNOT provide the local match

Local Funding Resources

- Library budget
- Friends Group
- Local restaurants
- Local grocery stores
- Scholastic
- Dollar General
- Wal-Mart
- Target

Grant Application Basics



➤ Budget Narrative

- ▣ Justification
- ▣ Cost / market analysis:
 - \$3,000 threshold
 - Item or set of same items
 - Services

Funders like to see local buy-in and justification of all costs – do you REALLY need EVERYTHING you are asking for and is it at a fair price?

The second part of Budget Details is the Budget Narrative and it should provide this justification.

- a) Budget narrative – describes items in greater detail and justifies all project costs listed on the budget worksheet, both LSTA and local
- b) For LSTA grants from us, a cost analysis for an item, set of items or services totaling \$3,000 or more must be performed
 - Cost analysis are conducted to determine if you are obtaining an item or service at a fair market value
 - They can be collected through phone calls, websites, catalogs, email, etc.
 - Your should try for at least 3 cost comparisons for the item, set of the same items, or services
 - Make sure you **say** which cost estimate was used on the budget worksheet and why
 - At this point, you must NOT be bound to the vendor.

This is necessary even if you are purchasing through the **State Contract** (<http://archive.ia.mo.gov/purch/contracts/>), if more than one brand of equipment meets or exceeds the minimum specifications and meets your project's needs. (i.e. The State Contract has options for HP, Dell and Lenovo computers.

Grant Application Requirements

4. Certifications and Assurances

- ▣ Standard Terms and Conditions
- ▣ Certifications Regarding: Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; Lobbying; and Trafficking in Persons
- ▣ Assurances-Non-Construction Programs
- ▣ Business Entity Certification
- ▣ Application



Basically, the Certification and Assurances forms speak to QUALITY AND LEGAL ASSURANCES.

Assurances

The Assurances – Non-Construction Programs addresses equal access and responsible use of funds.

Equal Access: You cannot deny service or benefit on the basis of race, color, national origin, age, sex, or disability. Note there is a difference between targeting and exclusion.

Responsible Use of Funds: Ensures proper planning, management and completion of the project including filing complete interim and final reports with the State Library.

Certifications

Debarment and Suspension: The certification ensures that those persons working on federally funded projects have not been debarred, suspended, or declared ineligible from receiving federal funds, convicted of or had a civil judgment rendered against them for fraud, embezzlement, theft, false statements, within the preceding three-year period, or had one or more public transactions terminated for cause or default.

Drug-Free Workplace: Grantees must have a written policy that informs employees that the unlawful possession, distribution, or manufacture of a controlled substance in the workplace is not allowed. The policy must specify what the penalties are for violations. Grantees must have a drug-free awareness program.

Lobbying: You cannot use these funds to influence federal agency officials or congress, State, or local election, referendum, initiative, or similar procedure.

Trafficking in Persons: The grant, contract or cooperative agreement will be terminated if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act or uses forced labor.

Internet Safety: Needed for grants involving the purchase of computers used to access the Internet, or to pay for direct costs associated with accessing the Internet

Business Entity Certification: You do not knowingly hire persons unauthorized to work in the US. This form is required ONLY for applications seeking an excess of \$5000 in LSTA funds.

Application: Shows us you have the financial and staff commitment to carry out the project from your authorizing official and director. Be sure the proper person signs each document. Know who can sign if that person is not available.

Grant Application Basics

- The application is available in Word format on the Missouri State Library Grants website at:
<http://www.sos.mo.gov/library/development/grants.asp>
- Generic application guidelines are available at:
http://www.sos.mo.gov/library/development/grants/LSTA_Grant-Application-Guidelines.pdf

Specific guidelines as to application expectations are part of the application packet. There are also general guidelines online that can help you identify how to fill in all the blanks and complete the budget worksheet.

The application is available on the Library Development LSTA grants page. It is in the LSTA grant application forms section.

At this time, does anyone have any questions?

Frequently Asked Questions

4. Grant Payments

- The Technology Mini Grants will be paid in two installments (50/50)
 - First payment cannot be requested until the grant period has started and you must begin spending those funds within 45 days

5. Timeline

- Applications are due January 7, 2015
- Grant period begins March 1, 2015
- Grant period ends August 15, 2015
- Final report due September 15, 2015



The Technology Mini Grant is paid in two installments. You should not request first payment until you actually start encumbering those funds.

The final payment request is submitted with your final report, after all expenses are known and the program has ended.

The end of the grant period is **August 15, 2015**. All items should be received. All funds should be encumbered.

The final report is due to the State Library on September 15, 2015 at which time all funds should be spent.

Are there any questions this far, if not we will go on to best practices where we will look the things that libraries do that bring projects to successful conclusions.



Grant Application Best Practices

Grant Applications Best Practices

- Plan well
- Have a strong evaluation methodology
 - What will you count?
 - How will you find out about impacts?
 - How will you gather stories?



Know where you are going. The more planning you can do upfront, the greater impact your project is likely to have and the smoother your project is likely to go. **You are also less likely to require an amendment due to a change in timetable, program modification, or budget.** A plug for grant management: **Remember, a change in budget is not the ONLY reason for an amendment, changes in programming and scope including audience and activities may also activate a need for a formal amendment.** Do not live by the motto “It’s easier to seek forgiveness than ask permission” because you might leave us with no choice but to deny partial payment on your grant when your final report is reviewed and we see costs that are not eligible for LSTA funding.

Plan well – be thorough in researching what you need and the costs involved

Have a strong evaluation methodology

- What will you count? Do you have established baselines? (If not, if possible establish them now.)
- How will you discover impacts?
- How will you gather stories that illustrate the impact?

Grant Applications Best Practices

- ❑ Have a realistic, justified budget
 - ✓ LSTA and local funds
- ❑ Check your math
- ❑ Be sure all attachments are included
 - ✓ Computer specification documentation
 - ✓ Survey drafts
 - ✓ Market analysis



Remember you should have a realistic and fully justified budget. Please remember to review the budget worksheet and narrative to ensure the numbers provided in the budget worksheet correspond with the budget narrative.

- Check your math to make sure the match requirements have been met.
- Be sure all accompanying forms have been signed and dated by the appropriate person. Make sure you know the schedule of the person who has to sign these documents. If that person is out of the office at the time of application submission, who can sign in his/her place?
- Be sure all attachments are included
 - ✓ Survey drafts
 - ✓ Market analysis
 - ✓ Documentation to show computer minimum specifications will be met or exceeded OR a request for a waiver to this requirement with a justification for why that is unnecessary.

Grant Application Best Practices

- Know what your legal responsibilities are
- Know your institution's policy on grant applications
- Know who has to sign your application and what his/her schedule is



Know what your legal responsibilities are

- Especially for state and federal grants, there is a long list of statutes and laws that apply

Know your institution's policy on grant applications

- Do you have to go through a certain office?
- Whose permission do you need from your institution?

Know who has to sign your applications and what his/her schedule is

- Will that person be available when you need the signature? If not, is there a backup person?

Can't fund what you wanted?

- Other funding resources are located in the appendix of our grant manual available online at:

[http://www.sos.mo.gov/
library/development/
grants/GrantsManual.pdf](http://www.sos.mo.gov/library/development/grants/GrantsManual.pdf)



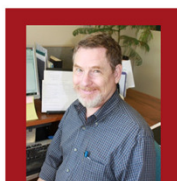
LSTA is not the only source for library funding, you may want to check out other options in the Appendix of the Grant Manual.



Questions?

Contact Information

Don't hesitate to give us a call or send us an email if you have any questions about the grant application.



Carl Wingo
Technology Consultant
Telephone: 800-325-0131
E-mail: carl.wingo@sos.mo.gov



Shay Younger,
LSTA Grants Officer
Telephone: 800-325-0131
E-mail: shay.younger@sos.mo.gov

Don't hesitate to contact us if you have any questions about how to complete the grant application.

When you exit today's session, you will be prompted to complete a short survey. Please take the time to do so. This helps us to know if our sessions are helpful, and how we can improve them.